

**UNADOPTED MINUTES OF THE REGULAR MEETING OF
THE MONROVIA MEASURE K CITIZEN
ADVISORY COMMITTEE
HELD TUESDAY, SEPTEMBER 23, 2025, AT 3:00 P.M
MONROE ROOM, COMMUNITY CENTER**

CONVENE: Chair Michael Kaplan convened the Regular Meeting of the Monrovia Measure K Citizen Advisory Committee on Tuesday, September 23, 2025, at 3:00 p.m. Staff in attendance: Administrative Services Director Buffy Bullis, Community Services Director Tina Cherry, Public Works Director Alex Tachiki, and Deputy Administrative Services Director Rae Bowman. Also present was City Councilmember Sergio Jimenez.

PLEDGE OF ALLEGIANCE: Committee Member Kurt Luginbuhl led the Flag Salute.

ROLL CALL: Committee Members in attendance: Chair Michael Kaplan, Committee Members Kurt Luginbuhl, Edie Ramirez, Brenda Trainor, and Mark Harvis.

CONSENT CALENDAR:

CC-1 Unadopted Minutes of the December 9, 2024, and the March 25, 2025, Regular Meetings

It was moved by Committee Member Luginbuhl, seconded by Committee Member Trainor, to approve the minutes of both Regular Meetings. The motion carried unanimously for the March 25, 2025 Minutes. For the December 9, 2024 Minutes, the motion carried with the exception of Committee Member Harvis, who abstained from voting due to his absence from the December 9th meeting.

PRESENTATIONS:

PR-1 Measure K Spending Plan Project Update

Administrative Services Director Buffy Bullis provided an overview of the Measure K Spending Plan, which includes seven projects that were previously approved to utilize Measure K funds. The Spending Plan was approved by City Council at their regularly scheduled meeting on December 17, 2024. As part of this presentation, Administrative Services Director Buffy Bullis provided information regarding the completed land acquisition of 222 E. Cypress Avenue. Community Services Director Tina Cherry then presented project updates for Satoru Tsuneishi Park, the enhanced Senior Programming, and the Community Center Renovations. Lastly, Public Works Director Alex Tachiki provided updates regarding the Library Enhancement Project, as well as the Peck & Mountain Road Resurfacing Project. All projects are underway, with the exception of the Library Enhancement Project, which is currently being evaluated by City Council and staff.

Following the project updates from staff, the Committee proposed that the City Attorney provide an overview of the committee's roles and guidelines as permitted under the Brown Act and requested that this item be added to the agenda for the next Measure K Committee meeting.

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ADMINISTRATIVE REPORTS:

AR-1 Measure K Financial Update

Administrative Services Director Buffy Bullis provided a presentation on a financial update of Measure K. Following the presentation, Committee members provided individual feedback that some would like to suggest that City Council invite proposals from the community again, and the Committee would like to be able to provide input about those proposals. Staff indicated they would share this recommendation in a future update to City Council.

It was moved by Committee Member Trainor, seconded by Committee Member Harvis to accept and file the financial update as presented. The motion carried unanimously.

REPORTS FROM STAFF:

RS-1 Discuss Future Meeting Dates

Deputy Administrative Services Director Rae Bowman proposed meeting dates for calendar year 2026. The Committee agreed on the meeting dates as follows:

- Tuesday, March 24, 2026, at 3:00 p.m.
- Tuesday, September 29, 2026, at 3:00 p.m.

REPORTS/ANNOUNCEMENTS FROM COMMITTEE MEMBERS:

- a) **Committee Member Harvis** – No report
- b) **Committee Member Kaplan** – No report.
- c) **Committee Member Luginbuhl** – No report.
- d) **Committee Member Ramirez** – No report.
- e) **Committee Member Trainor** – No report.

PUBLIC INPUT:

Phil Tiffany – Inquired about art costs for Satoru Tsuneishi Park, the Senior Meals on Wheels program, the newly acquired building plans, and the accounting for Measure K Funds, which were addressed by staff during the meeting. Mr. Tiffany expressed concerns regarding the Library Enhancement Project, noting that he hoped funding for it could be prioritized. Lastly, Mr. Tiffany also expressed his appreciation in being able to participate in the Committee meetings.

NEXT SCHEDULED MEETING:

The next Regular meeting of the Monrovia Measure K Citizen Advisory Committee is scheduled for Tuesday, March 24, 2026, at 3:00 p.m.

Prior to adjournment, Administrative Services Director Buffy Bullis clarified that the Measure K Financial Policy states that the review of the Measure K Spending Plan is to be done by City Council twice a year.

ADJOURNMENT:

Chair Kaplan adjourned the meeting at 4:47 p.m.

Brenda Trainor, Secretary

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